

## Evening Shift Supervisor

Vigo County Juvenile Center has an opening for an evening **Shift Supervisor**. The hours for this position will be from 3PM -11PM, Monday through Friday as a general rule.

This position is responsible for ensuring the safety and security of the Vigo County Juvenile Detention Center. The Shift Supervisor is charged with upholding all policies and procedures during the assigned shift.

*Duties and Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Provides for safety and the security of the Vigo County Juvenile Detention Center.
2. Supervises, directs, and evaluates Detention Officers and assigned staff to include processing employee concerns and problems, counseling, disciplining, and completing employee performance appraisals.
3. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures initiating any actions necessary to correct deviations or violations.
4. Ensures departmental compliance from all staff in all applicable codes, laws, rules, regulations, standards, policies and procedures initiating any actions necessary to correct deviations or violations.
5. Ensures adherence to established safety procedures to include monitoring work environment and use of safety equipment to ensure safety of employees and other individuals.
6. Evaluates residents' behavior and reports any questionable behavior to Senior Supervisor and the Probation Department.
7. Assists with all transports of residents outside of center on shift.
8. Is a liaison between administration and detention staff.
9. Able to assume any and all duties from the Detention Officers.
10. Conducts monthly fire drills
11. Distributes Medications to juveniles on assigned shift.
12. Ensures that all shift cleaning assignments are completed.
13. Completes tasks as assigned by Senior Supervisor, Assistant Director and/or Director.
14. Is responsible for review of all incident reports, all internal investigations, media review, direct supervision for Relief Staff, Administer Grants, tabulate statistic for the center, and review each child once a week for court hearing, etc., doctor's appointments, general health, etc. and any other duties that are assigned by supervisor or the Director.

### *Job Requirements:*

#### *Minimum*

1. 21 years of age or older.
2. 2-years experience working with Juveniles and/or Corrections.
3. 10-years experience as a Supervisor.
4. A valid Drivers License.
5. Ability to assign, review, plan and coordinate the work of Detention Officers.
6. Ability to comprehend a variety of reference books and manuals including policies and procedures.
7. Ability to evaluate employee job performance.
8. Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling.
9. Ability to follow all personnel policies and rules of the Vigo County Juvenile Detention Center and those of Vigo County.

10. Ability to operate a variety of department equipment, tools and materials including vans/vehicles, office equipment, plumbing tools, various hand/power tools, washers, dryers, resident restraints (handcuffs/shackles), etc. and the ability to coordinate hands and eyes in using equipment.
11. Ability to provide instruction and training to all detention staff.
12. Ability to respond to employee problems and act as a counselor if needed.
13. Ability to serve as a positive role model for residents.
14. Ability to work any shift, holidays and weekends.
15. Able to pass a pre-employment physical and drug-screening test.
16. Able to pass a random yearly drug screen.
17. Able to pass a random yearly physical.
18. High School Diploma or its equivalent.
19. Maintain confidentiality of all records and information.
20. Must be able to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.
21. Must be able to pass all required certification.
  - a. Blood Borne Pathogen
  - b. Cell Extraction
  - c. CPR/First Aid
  - d. Food Handling
  - e. Medication Distribution
  - f. OC Spray
  - g. Physical Force Usage
22. Must be able to work effectively in stressful situations.
23. Must have the ability to accurately record all resident's behavior and complete related reports/documents as required.
24. Must have the ability to apply and enforce group living guidelines on a daily bases.
25. Must have the ability to effectively communicate and cooperate in a professional manner at all times.
26. Must have the ability to handle threatening situations with a minimal amount of physical force.
27. Submit to a criminal history check.
28. Submit to a sexual registry check. (must not be registered)
29. The ability to work with troubled adolescents in a group or individual setting.

No Phone Calls Please!